



D.C. Pretrial Services Agency
Office of Human Resources, Strategic
Planning, Analysis and Evaluation

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VACANCY ANNOUNCEMENT

Announcement Number: 06-16(MPP)

Opening Date: January 31, 2006
Closing Date: February 14, 2006

Area of Consideration: Current and former Federal employees, CTAP/ICTAP eligibles, or persons eligible for non-competitive appointment under Special Hiring Authority. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Job Title, Series, and Grade: Auditor, GS-0511-13
Permanent, Full-Time, Career or Career-Conditional

Salary: \$77,353 - \$100,554

Location: Office of Finance and Administration (F&A)
Pretrial Services Agency (PSA)
Washington, DC

RELOCATION EXPENSES ARE NOT AUTHORIZED.

The Office of Finance and Administration provides all financial management and acquisition services to PSA including formulation, execution, accounting and internal control; is responsible for procurement and contracting programs to acquire products and services for support of PSA programs, for contract administration and for the provision of a variety of administrative services including, but not limited to facilities, space and property management and support services and supply. The office is the proponent of all policies and procedures relating to these functions, ensuring adherence to law and regulation, and for advice to PSA senior management.

SUMMARY OF PRIMARY DUTIES AND RESPONSIBILITIES:

The incumbent of the position serves as Compliance Officer / Internal Auditor. He/she will:

- Conduct in-depth analyses of financial management and accounting systems to integrate improvements to systems capabilities and to solve problems in overall program management and reporting requirements.
- Develops procedures for and conducts ongoing and special audits and studies of transactions and financial management systems and processes.
- Plans, reconciles and reviews PSA's financial statements and related disclosures. Oversees audit and formal reviews of financial statements.
- Designs and conducts special projects and reviews of financial programs and systems. Develops plans and methodology to obtain financial and audit information based on audit or review goals and requirements.
- Develops procedures for initiating and presenting audit or study proposals and results; presents recommendations to F&A management and agency senior staff. Prepares and delivers briefings to other specialists and program managers. Prepares written and oral recommendations for improving the delivery of financial management services.
- Works with other Offices in conducting or coordinating analyses and studies in assigned areas. Provides senior level advice on studies and evaluations involving financial or related issues.

Qualification Requirements:

Basic Requirements:

- A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

- B. Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hour of business law;
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-

performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4 year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting the applicant's education, training, and experience fully meet the specified requirements.

Specialized Experience:

One year of specialized experience conducting analyses of financial management and accounting systems, developing procedures for conducting audits, overseeing audits and reviews of financial statements, collecting and analyzing financial data; preparing conclusions/findings/recommendations, and devising solutions or making recommendations in the design or improvement of financial management policies that was comparable in difficulty and responsibility to the GS-12 level.

Evaluation Methods:

Applicants will be evaluated on the extent and quality of their experience, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements and the selective factor, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

To receive full consideration, applicants must address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Thorough knowledge of Governmental accounting principles, procedures, and techniques, and related laws and federal regulation.
2. Ability to research and analyze complex financial management problems and provide solutions.
3. Ability to design and conduct special projects and audit reviews of financial programs and systems.
4. Ability to work effectively within a team setting to develop projects, perform analysis, develop consensus recommendations and present findings to agency senior staff.
5. Skill in written communication to develop management reports and in verbal communication to perform interviews or consultations and oral presentations.

About PSA:

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants must submit:

- (1) A resume or application form, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, OF-510, Applying For A Federal Job. A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses.
- (2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. You must indicate demonstrated experience and education/training in each factor.
- (3) A copy of your most recent Notification of Personnel Action (SF-50).
- (4) A copy of your most recent performance evaluation.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, financial disclosure, and are required to submit to urinalysis to screen for illegal drug use prior to appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Initial appointment will require completion of a one-year probationary period.

You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors.

CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a “Notice of Personnel Action” (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 8337(h) or Section 8456.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans’ Employment Opportunities Act of 1998: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. If you are applying under this provision, please submit a copy of your DD-214.

Submit your application package to:

Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Aden Williams, (202) 220-5752.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.